

13.25  
January 1, 1943.

## MEMORANDUM

Increasing the Security of the Operations Building

1. To insure adequate security in the Operations Building, the identity of all persons in the building at all times should be known. Two methods by which this result may be achieved are outlined below. Either method requires a door checker, preferably a mature and responsible woman, in addition to the guard now used at each entrance. The checker would be responsible for the admission of each person to the building while the guard's duty would be a military one.

2. Check card system. - The checker to be provided with an "in" and an "out" check board. Each board to be provided with banks of hooks numbered coordinately. Suitable cards, one for each individual assigned to enter the doorway, to be provided, each card bearing pertinent and easily verified data regarding the individual. The boards should be so laced that the hooks, cards and numbering are visible to no one except the operator.

Any authorized person desiring admission to the building will give the hook number to the operator who will move the card from the "in" to the "out" board after verifying such obvious facts as sex and rank. In case of a discrepancy, or in case the card is already on the "in" hook, a further check will be made at once.

Egress from the building will be obtained in a similar manner.

3. Key system - Banks of locks to be provided on a board in front of the checker. Each individual entitled to access to the building to be furnished an unnumbered key and the number of the lock operated by this key. Upon entering or leaving, each individual would turn his lock to the proper "in" or "out" position.

On the reverse side of the lock board vanes will show the checker the "in" or "out" setting of each lock. Data associated with each lock will give information for rapid, visual check of the entrant.

Attempts to operate the wrong lock will result in immediate investigation as should attempts to register in the wrong direction.

4. The check card system involves no critical materials but security will be endangered by individuals in the vicinity over-hearing check numbers.

The key system will be more costly but less liable to abuse. Fifteen thousand combinations are available, ample to provide for all personnel with a liberal reserve for losses and other situations requiring combination changes.

## Increasing the Security of the Operations Building(Cont.)

5. Both systems should be supplemented with a morning "Group check". This check would require each person to report immediately after entering the building to a Group checker. This checker, responsible for checking about 10 persons, would report attendance in terms of persons accounted for to a "Block checker". The latter in turn would report all ab entees in his block to the door checker who would verify with her board. Discrepancies would be investigated at once. The morning check reports would be made at 8:30 or some other designated time. Entrances to the building during this period would be noted by the door checker in some manner to prevent confusion during the morning report.

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